

# **Schedule 24**

## **LOCAL AGENCIES GENERAL RECORDS**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE

**24**

AGENCY, BOARD OR COMMISSION

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

DIVISION, BUREAU OR OTHER UNIT

**Local Agencies General Records**

**Supersedes Edition of September 21, 2004**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

*William P. Smith*  
*Director of Records Management*

DATE

*Feb 24, 2005*

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

*Andrea I. Falis*

STATE ARCHIVIST

DATE

*Feb. 28, 2005*

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

*John D. Hall*  
STATE RECORDS ADMINISTRATOR

DATE

*3/3/05*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE NO. 24 - GENERAL RECORDS, LOCAL AGENCIES**

### **24-1            ADMINISTRATIVE RECORDS**

#### **24-2-30            ANNUAL REPORTS**

Annual report of any local agency or official.

**Dispose of after 5 years, subject to review by the State Archivist before disposal for possible accession.**

#### **24-2-11            APPLICATIONS FOR FEDERAL GRANTS AND OTHER FUNDS**

Dispose of after completion of federal audit or administrative review, or 3 years after the fiscal year to which any claims relate, provided audit has been completed, whichever is later.<sup>1</sup>

#### **24-2-15            ATTORNEY'S OPINIONS OR ADVICE**

Dispose of after no longer pertinent to the operations of the agency.

#### **24-2-23            AUTHORIZED LONG DISTANCE TELEPHONE CALL LOG**

Monthly log records all authorized long distance calls.

**Dispose of after 1 year, provided audit had been completed.<sup>1</sup>**

#### **24-2-6            BIDS/EQUIPMENT AND SUPPLY PROCUREMENT RECORDS**

May include specifications, affidavits of publication of calls for bids, accepted and rejected bids, purchase orders and correspondence relating to the acquisition of supplies and equipment for agency use.

**REJECTED BIDS: Dispose of after 2 years, provided audit has been completed.<sup>1</sup>**

**ACCEPTED BIDS AND RELATED INFORMATION: Dispose of 5 years after fulfillment of contract, provided audit has been completed.<sup>1</sup>**

**CONSTRUCTION BIDS: Dispose of according to Records Retention Schedule 24, Construction Contracts and Records.**

#### **24-2-16            BONDS (FOR OFFICIALS)**

Dispose of 10 years after release, replacement, or expiration of the bond.

#### **24-2-1            CALENDARS**

Desk and pocket calendars, appointment books, and planners, both paper and electronic, including Lotus, Exchange, PDAs and similar devices.

**Dispose of calendar entries after 2 years.**

**24-1-36      COMMUNICATIONS/CORRESPONDENCE**

All correspondence/communications regardless of physical form or characteristics, including written and electronic correspondence/communications, but not including voicemail or EDI or similar data transmissions which are not conversational in nature.

**24-1-36-1    COMMUNICATIONS, NON-RECORD**

Communications not related to local government transactions or activities.

**Dispose of at will.**

**24-1-36-2    COMMUNICATIONS, SHORT-TERM (EPHEMERAL)**

Communications that may be of a professional interest, but not pertaining directly to the function of the agency, i.e., the equivalent of a casual phone call.

**Dispose of at the sender's/recipient's discretion.**

**24-1-36-3    COMMUNICATIONS, MEDIUM-TERM**

Communications containing information related to the operations of the agency, but does not have long-term significance or policy implications.

**Dispose of after 2 years.**

**24-1-36-4    COMMUNICATIONS, LONG-TERM**

Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency. Communications to be transferred to the State Archives must be on paper or microfilm.

**Transfer to the State Archives after 8 years; retain permanently.**

**24-1-36-5    COMMUNICATIONS, PROJECT RELATED**

Communications related to a specific agency project. A project is an activity that has an identifiable beginning and end. Communications to be transferred to the State Archives must be on paper or microfilm.

**Dispose of 8 years after the end of the project, subject to review by State Archivist before disposal.**

**24-1-36-6    FAX (FACSIMILE) TRANSMISSIONS**

Faxes sent or received by the agency.

**Retain with and dispose of with appropriate record series to which they pertain.**

**24-1-36-7    COMMUNICATIONS, INFORMATION DENIAL**

File maintained according to Section 84-712.04, R.R.S. 1943. Includes all communication and documentation relating to the denial of requests for records.

**Dispose of after 10 years.**

**24-1-36-8    COMMUNICATIONS, LOGBOOKS**

Logbooks are maintained in a variety of formats. Usually includes sender, subject matter, response date, etc.

**Dispose of concurrently with communications indexed.**



**24-2-29 COMPLAINT FILE**

COMPLAINTS from the public due to certain circumstances or about employees.

**ACTION TAKEN: Dispose of after action is complete.**

**NO ACTION TAKEN: Dispose of after 1 year.**

**24-4-1 COMPUTER DATA ENTRY FORMS**

Forms used to enter information into electronic storage media.

**Dispose of after information on the report is verified.**

**24-4-2 COMPUTER ERROR LISTINGS**

Computer reports indicating errors in inputs, processing or output.

**Dispose of after error correction.**

**24-2-2 CONSTRUCTION CONTRACTS AND RECORDS**

Includes specifications, affidavits of publication of calls for bids, accepted and rejected bids, contracts, purchase orders, inspection reports and correspondence relating to construction projects. May include PERFORMANCE BONDS.

**ACCEPTED: Building CONSTRUCTION CONTRACTS: Microfilm and destroy originals pursuant to section 24-6; OR transfer to the State Archives after building has been demolished; retain permanently.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**NONBUILDING CONSTRUCTION CONTRACTS: Dispose of 10 years after completion or fulfillment of contract, provided audit has been completed.<sup>1</sup>**

**REJECTED: Dispose of after 4 years, provided audit has been completed.<sup>1</sup>**

**24-2-3 CONTRACTS AND AGREEMENTS, MISCELLANEOUS**

CONTRACTS AND AGREEMENTS for general obligations, not including construction. May include PERFORMANCE BONDS.

**Dispose of 5 years after fulfillment of contract, provided audit has been completed.<sup>1</sup>**

**24-2-31 CONTRACTUAL INTEREST STATEMENT LEDGER**

Ledger of contractual interest statements made by certain officers disclosing an interest in a contract with the officer's governing body pursuant to Section 49-14, 103.02, R.R.S. 1943. Includes names of the contracting parties, nature of the interest of the officer in question, date that the contract was approved by the governing body, amount of the contract and the basic terms of the contract.

**Dispose of 5 years after the interested officer's last day in office.**

**24-2-17 DIRECTIVES**

Transfer to the State Archives after no longer pertinent to the operation of the agency; retain permanently.

**24-2-7 EQUIPMENT HISTORY FILE**

Dispose of 1 year after equipment is surplus or destroyed, provided audit has been completed.<sup>1</sup>

**24-2-8 EQUIPMENT OPERATING COST RECORDS**

Dispose of after 5 years.

**24-2-10 EXECUTIVE ORDERS, OR MAYOR'S PROCLAMATIONS**

Original Record: Retain one copy permanently; OR microfilm and transfer originals to the State Archives; OR, transfer originals to the State Archives. This record may NOT be destroyed after microfilming.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

**24-2-12 INSURANCE POLICIES**

Liability, theft, fire, accident, and other policies for agency property and personnel.

Dispose of 5 years after lapse of the policy or when all claims have been settled, whichever is later, provided audit has been completed.<sup>1</sup>

**24-2-9 INVENTORY RECORDS**

Records of various inventories taken; including equipment inventory, supply inventory and copies of the personal property inventory statement required by Section 23-347 R.R.S. 1943.

Dispose of 1 year after superseding inventory is taken, provided audit has been completed.<sup>1</sup>

**24-2-24 MEETING AGENDA**

Meeting agenda with PROOF OF PUBLICATION and/or LEGAL NOTICE

FILED WITH MINUTES: Dispose of concurrently with minutes.

FILED SEPARATELY WITH MINUTES: Dispose of after 2 years, provided audit has been completed when filed separately.<sup>1</sup>

**24-2-13 MEETING MINUTES**

Meeting minutes of all boards and committees.

ORIGINAL RECORD: Retain one copy permanently; OR microfilm and transfer originals to the State Archives; OR transfer originals to the State Archives after 10 years. This record may NOT be destroyed after microfilming.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

**24-2-19 MICROFILM PROJECT REGISTRATION (FORM RMA 03004B)**

Form used to register microfilm projects with Records Management.

Dispose of after form is superseded or 1 year after project is discontinued, whichever is sooner.

**24-2-28 PACKING SLIPS/BILLS OF LADING**

Dispose of after audit had been completed.<sup>1</sup>

**24-2-26 PRESS RELEASES**

Prepared material for dissemination to the news media.

Transfer to State Archives after 1 year; retain permanently.

**24-2-32 PROOFS (AFFIDAVITS) OF PUBLICATION/LEGAL NOTICES**

Notice given for upcoming public hearings, meetings, solicitation of bids, auctions, delinquent taxes, etc.

Dispose of 2 years after publication, provided audit has been completed.<sup>1</sup>

**24-2-33 PUBLICATION FILE**

Records for publication may include background material, copy (drafts) original art work, photo negatives, prints, flats, and final publications.

**ORIGINAL ART WORK:** Dispose of when no longer of reference value, subject to review by the State Archivist before disposal for possible accession.

**FINAL PUBLICATIONS:** Dispose of when superseded, obsolete or when no longer of reference value, whichever is soonest, subject to review by the State Archivist before disposal for possible accession.

**ALL OTHER DOCUMENTS:** Dispose of when no longer of reference value.

**24-2-21 RECORDS DISPOSITION REPORT (FORM RMA 03006D)**

Form used in reporting to Records Management the disposition of records which are listed in an approved record retention schedule.

**Dispose of after 1 year.**

**24-1-37 STAFF MEETING MINUTES/NOTES**

Notes or minutes from staff meetings.

**Dispose of when no longer of reference value, subject to review by State Archivist before disposal.**

**24-2-14 STUDIES AND REPORTS**

Monthly, special, or other STUDIES AND REPORTS of agencies, officials, committees, or consultants which are not covered by Records Retention Schedule 24, Annual Reports.

**RAW DATA:** Dispose of according to Records Retention Schedule 24, Working Papers.

**FINAL REPORT:** Dispose of when no longer of administrative value, subject to review by the State Archivist before disposal for possible accession.

**OTHER COPIES:** Dispose of after no longer of reference value.

**24-2-34 VENDOR DIRECTORY**

Information on vendors used for purchases, services, etc., Data may include Federal Taxpayer Identification NUMBER (FTIN), vendor name and address.

**Dispose of after superseded.**

**24-1-38 WEB SITES**

Internet web sites established and maintained by local agencies.

**Records listed in this Schedule or in the agency specific schedule, and reproduced on the web site, should follow the stated retention and disposition requirements already in place. For records residing on web site *only*, revise the agency specific schedule to include retention and disposition determinations.**

**24-1-22 WORKING PAPERS**

Raw data used in compiling reports, studies, etc.

**REPORT OR STUDY PUBLISHED:** Dispose of after final report or study is published.

**REPORT OR STUDY UNPUBLISHED:** Dispose of when no longer of reference value.

## **24-2            FINANCIAL RECORDS**

### **24-1-28            1099 FORMS**

Forms sent to entities where charges for services exceed \$600. Information included vendor FTIN and payments.

**Dispose of after 6 years.**

### **24-1-1            AUDIT REPORTS**

Annual and special audits of all agencies.

**Dispose of after 3 years.**

### **24-1-2            BANK STATEMENTS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

### **24-1-31            BONDS AND BOND COUPONS**

Revenue bonds as returned by the county clerk to a political subdivision when complete issue has been satisfied and compliance with Section 1—206, R.R.S. 1943 has been met.

**Dispose of after verification of complete redemption of issue.**

### **24-2-1            BUDGET REQUESTS**

The actual budget request and all related material used in preparing the budget.

**Dispose of after 3 years.**

### **24-1-3            CANCELLED CHECKS AND STUBS**

**Dispose of 3 years after clearing, provided audit has been completed.<sup>1</sup>**

### **24-1-32            CASH/FEE BOOKS**

Accounting of cash paid and fees collected. May include name of party involved in the transaction, date of payment, amount, and reason for payment. Record may be computer generated.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**EXCEPTION: If books are used as an index to microfilm: Retain permanently; OR, microfilm and destroy originals pursuant to Records Retention Schedule 24, Authority for Disposal of Records after Microfilming.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

### **24-1-23            CASH REGISTER TAPE**

**Dispose of after audit has been completed.<sup>1</sup>**

### **24-1-4            CHECK REGISTER**

Monthly or daily record of checks written, recording number of checks, amount, payee, deposits and account balances.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

### **24-1-5            CLAIMS**

Claims against the agency by vendors for goods or services rendered.

**Dispose of 3 years after settlement, provided audit has been completed.<sup>1</sup>**

**24-1-6 CLAIM REGISTER**

Register of claims showing number, claimant, description, amount and whether allowed or denied.

**Dispose of 3 years after settlement, provided audit has been completed.<sup>1</sup>**

**24-1-33 DAILY BALANCE RECORDS**

Record of daily receipts and disbursements including balances of cash on hand, disbursements for various funds, bank deposits, and daily account balances.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**24-1-7 DEPOSIT SLIPS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-2-39 DIRECT DEPOSIT AGREEMENT**

Form signed by an employee to authorize or cancel direct deposit of the employee's net pay into his/her checking or savings account.

**Dispose of after superseded, provided audit has been completed; transfer final form to Employment History File, Records Retention Schedule #24, upon termination of employment.**

**24-1-34 EMPLOYEE EXPENSE REPORTS**

Records of employee's travel, mileage, expenses, claims for reimbursement, etc.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-29 EMPLOYER'S QUARTERLY TAX STATEMENTS**

**Dispose of after 4 years, provided audit has been completed.<sup>1</sup>**

**24-1-35 ENCUMBRANCE RECORDS**

All records relating to the encumbrance of funds for future expenditures.

**Dispose of 2 years after encumbrance, provided audit has been completed.<sup>1</sup>**

**24-1-27 INVESTMENT REPORTS**

Reports of investments of funds.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**24-1-8 INVOICES**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-9 MONTHLY FINANCIAL STATEMENTS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-10 MISCELLANEOUS RECEIPTS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-24 PER DIEM COST, MONTHLY**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-25 POSTAGE METER RECORDS**

Includes registered mail receipts.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-11 PURCHASE ORDERS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-20 REGISTERED WARRANT RECORD**

Record of warrants which were issued but could not be paid due to lack of money in the fund involved; includes warrant information, interest earned, amount paid and date.

**Dispose of 3 years after payment of all warrants, provided audit has been completed.<sup>1</sup>**

**24-1-12 REQUISITIONS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-30 REVENUE SHARING RECORDS**

May include: public notices, waivers, records of band accounts, expenditure records and reports, studies and reports, construction or other project reports and reviews, payroll forms, Affirmative Action or Equal Opportunity correspondence, requests for determination and determinations of compliance, trust fund records, vouchers, ledgers, financial statements, audit reports and checklists.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**24-1-13 SAVINGS ACCOUNT BOOKS**

**Dispose of 3 years after closing our account, provided audit has been completed.<sup>1</sup>**

**24-1-14 SAVINGS BOND DEDUCTION LIST**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-26 STATE/COUNTY TREASURER'S RECEIPTS**

Receipts received by an agency from the State or county Treasurer's office indicating that a deposit of funds has been made.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-15 STATEMENT OF ACCOUNTS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-2-22 VALIDATING TAPES**

Paper tapes from validating machine which numbers, stamps, and validates receipts.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**24-1-16 VOUCHERS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-17 VOUCHER REGISTER**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-18 WARRANTS**

**Dispose of 3 years after clearing, provided audit has been completed.<sup>1</sup>**

**24-1-19 WARRANT REGISTER**

Shows date issued warrant number, payee, amount and date paid.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-1-21 WORK ORDERS**

**Dispose of after 2 years, provided audit has been completed.<sup>1</sup>**

## **24-3            PERSONNEL RECORDS**

### **24-3-15            APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL OF NOT HIRED**

May include application, structured interview questions, supplemental questionnaires, screening or scoring devices and any other material used in the hiring process.

**Dispose of 4 years after date of personnel action to which the record related.**

### **24-3-3            EMPLOYEE'S INSURANCE FILE**

**Dispose of 5 years after termination of employment.**

### **24-3-4            EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE (W-4 FORM)**

**Dispose of 4 years after superseded OR 4 years after termination of employment, whichever is sooner.**

### **24-3-17           EMPLOYERS QUARTERLY REPORT**

Statistical report of employee's wages during a calendar quarter which is sent to the Nebraska Department of labor Unemployment Insurance Division. Report includes contribution report and wage schedule.

**CONTRIBUTORY AGENCY REPORTS: Dispose of after 5 years.**

**REIMBURSABLE AGENCY REPORTS: Dispose of after 1 year.**

### **24-3-2            EMPLOYMENT HISTORY FILE**

May include application for employment, employment contract, performance reports, notices of promotion or demotion, commendations or reprimands, termination of employment, etc.

NOTE: retention for Employment History Files depends on the type of retirement plan the employee is in, if any, because verification and retention requirements are different.

**EMPLOYEES IN A DEFINED BENEFIT PLAN: Dispose of 50 years after termination of employment. Defined benefit retirement plans include:**

**Judges Retirement Plan**

**School Employees Retirement Plan**

**Douglas County Retirement Plan**

**EMPLOYEES IN A DEFINED CONTRIBUTION RETIREMENT PLAN: Dispose of 10 years after termination of employment. Defined contribution retirement plans include:**

**County Employees Retirement Plan administered by the Nebraska**

**Public Employees Retirement System**

**Lancaster County Retirement Plan**

**City of Lincoln Retirement Plan**

**FOR OTHER PLANS, the plan administrator may be contacted to determine whether the plan is defined benefit or defined contribution.**

**EMPLOYEES NOT IN A RETIREMENT PLAN: Dispose of 10 years after termination of employment.**

### **24-3-5            EXTENSION OF EMPLOYMENT RECORDS**

Authorizations for one year extension of employment beyond the normal age of retirement.

**File with Records Retention Schedule 24, Employment History File.**

**24-3-6            FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE or FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS**

**MEDICAL EXAMINATIONS AND REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS:** Dispose of 30 years after separation/termination of employment.

**OCCUPATIONAL AND ILLNESS RECORDS:** Dispose of 5 years after end of year to which they relate.

**COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD:** Dispose of after all actions and appeals are complete and final.

**24-3-7            GARNISHMENTS**

Court orders calling for the employer to testify on the salary of employees for the purpose of withholding a percentage of their salaries for the payment of personal debts.

**Dispose of 2 years after the settlement of debts or termination of employment, whichever is sooner.**

**24-3-16          GRIEVANCES**

Reports submitted by employees of an alleged grievance.

**Dispose of 3 years after all actions and appeals are complete and final OR after no longer of reference value, whichever is later.**

**24-3-40          INS FORM I-9**

Information required by the Immigration Reform and Control Act. Information kept separate from Employment History File, Records Retention Schedule #24.

**Dispose of 3 years after date of hire OR 1 year after separation/termination from employment, whichever is later.**

**24-3-12          PAYROLL OR PAYMENT RECORDS**

May include payroll deduction register, payroll register, pre-payroll register, and payroll year-to-date register. Master Payroll List contains: pay periods, names of employee, social security number, gross salary, withholding and other deductions, pension payments and net salary.

**MASTER PAYROLL LIST: ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals pursuant to Records Retention Schedule, 24-5, Authority for Disposal of Records after Microfilming.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**OTHER PAYROLL RECORDS: Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**24-3-9            SALARY DEDUCTION CHANGE FORMS**

**Dispose of 2 years after form is superseded or becomes obsolete.**

**24-3-14          SOCIAL SECURITY RECORDS**

Including employer's copies of W-2 forms.

**Dispose of 4 years after the due date of taxes for the period involved, or 4 years after such taxes are paid, whichever is later.**



**24-3-18 SURVEY OF GOVERNMENT EMPLOYMENT**

Voluntary survey form sent to government agencies by the Federal Census Bureau which is used to conduct a yearly census of governments. Agencies retain a copy of the completed form which contains information regarding employment and pay, labor-management relations and costs for selected employee benefits.

**Dispose of 1 year after form is submitted.**

**24-3-10 TIME CARDS AND TIME SHEETS**

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**24-3-19 TIME OFF REQUESTS**

Any forms used to request time off for vacation, illness, civil leave, or any other reason.

**Dispose of after verification of time cards/sheets, provided audit has been completed.<sup>1</sup>**

**24-3-11 WORKER'S COMPENSATION REPORT**

**Dispose of 4 years after date of report.**

**24-4 NONRECORD MATERIAL**

NONRECORD MATERIAL as defined by the Rules and Regulations of the State Records Administrator's Rule 430 NAC 5,004 includes:

- a. Library or museum material made or acquired and preserved solely for reference Or exhibition purposes.
- b. Extra copies of documents preserved only for convenience or reference;
- c. Stocks of publications, reproduced documents, or other printed material preserved for supply purposes.
- d. Extra copies of circulated materials of which official copies have been retained for purposes of record;
- e. Reading files for follow-up correspondence copies.
- f. Identical or carbon copies of documents maintained in the same file, including any method of duplication;
- g. Draft copies or work copies of documents for which the final version has been completed;
- h. Letters of transmittal that add nothing to the transmitted information;
- i. Interoffice memoranda;
- j. Shorthand notes, stenotype tapes, or sound records after they have been transcribed;
- k. Internal housekeeping materials.

**NONRECORD MATERIAL May be disposed of at the discretion of the agency head and no RECORDS DISPOSITION REPORT (RMA 03006D) is required.**

## **24-5            AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING**

Unless specifically prohibited under separate record series listing, all records of local government agencies may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records:

1. The micrographics project shall be registered with the State Records Administrator.
2. All micrographics recording shall be done in accordance with State Records Administrator's Rule 430 NAC 7, Micrographics Standards.
3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.

Records Management Division  
440 S. 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508-2294  
(402) 471-2559

## **24-6            DELETED RECORDS**

<b>24-2-17</b>	<b>Application for Authority for Records Action (Form RMA1)</b>
<b>24-3-19</b>	<b>Records Compliance Statement (Form RMA2)</b>
<b>24-3-7</b>	<b>Loyalty Oaths</b>
<b>24-4-3</b>	<b>Computer Tapes, Disks and Diskettes</b>
<b>24-3-31</b>	<b>Correspondence, Administrative</b>
<b>24-2-4</b>	<b>Correspondence, General</b>

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### **NOTE**

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

# RECORDS DISPOSITION REPORT

<b>TO:</b> SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> STREET, SUITE 210 Lincoln, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

## REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

## OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size.....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size .....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size .....	12 cubic feet
Records center carton .....	1 cubic foot
About a pickup load .....	50 cubic feet